

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
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Page 8 ~ b6; b7C; b7E;
Page 9 ~ b6; b7C; b7E;
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03/13/2008

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RETURN RECEIPT

Equipment returned from:

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ID #	ITEM DESCRIPTION Type, Make, Model	Serial	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Signiture releases responsibility of equipment listed above.

Contact Person: _____

Signature: _____

Telephone Number: _____

Case: _____

CREW-2427

Page: 1



Department of Justice

Office of Justice Programs



National Institute of Justice
National Law Enforcement and Corrections Technology Centers:
Border Research Technology Center

Technical Bulletin: Law Enforcement Use of UAS 10/10/2007

IMPORTANT INFORMATION FOR LAW ENFORCEMENT:
CONSIDERATIONS PRIOR TO THE PURCHASE AND/OR OPERATIONS OF
UNMANNED AIRCRAFT SYSTEMS (UAS)

Unmanned Aircraft Systems (UAS), also known as UAVs, is a rapidly emerging technology that has exceptional appeal to law enforcement. A UAS consists of an unmanned aircraft, an aircraft control station, and command and control links. UAS are considered as aircraft. These aircraft can often be flown autonomously and at great distances from the command station. In addition, these aircraft can be very small, under 25 lbs and still carry enough equipment to provide video downlink capabilities.

The operation of a UAS by a public agency, whether it is Federal, State or Local Law Enforcement, is enforced by FAA regulations and Federal statutes. With the increase in use of UAS by the military in overseas operations, there has been a significant increase in the number of vendors both producing and marketing these same units to law enforcement. Prior to purchasing or leasing a UAS please consider the following:

- ✓ For a public aircraft operation, the FAA holds the position that a Certificate of Authorization (COA) is required to operate UAS in the National Airspace;
- ✓ The FAA has stated publicly that COAs would not be issued for use of a UAS over populated areas, such as may be defined by the yellow areas on aviation sectionals (aviation map). This includes most cities and densely populated areas;
- ✓ The FAA will consider issuing a COA for operations in unpopulated areas as long as the agency seeking the COA can demonstrate that the operation is safe, that sufficient risk mitigations are in place, and the operators have sufficient training (which includes a pilot's license and medical certificate);
- ✓ Any law enforcement agency operating a UAS will be required to establish their own airworthiness for the UAS. The airworthiness establishment is the responsibility of the agency and not the vendor. Remember, any agency applying for and receiving a COA assumes liability for the entire operation. While vendor information may be used in deeming an aircraft airworthy, it should not be the only information relied upon;
- ✓ The operation of a UAS requires a FAA certificated pilot with a current class II medical certificate and an observer, who while not required to be a pilot, but must have a class II medical certificate;

- ✓ A vendor approaching a law enforcement agency offering to demonstrate a UAS to an agency must have an experimental airworthiness certificate issued by the FAA prior to the flight. A vendor cannot rely upon an agency's COA to fly the aircraft. COAs are only issued for aircraft that qualify as "public" aircraft;
- ✓ The rules allowing the recreation use of model aircraft by hobbyist DO NOT allow law enforcement agencies to use a UAS without a COA;
- ✓ There are currently no comprehensive studies that confirm the safety records or vendor published data regarding the use of UASs. Problems identified by the military's evaluation of UAS have included radio interference, unexplained control loss, and the durability of the units for repeat flight operations. Department of Defense UAS Program Managers expressed at a recent FAA meeting on UAS, that they rarely get 10 or more missions accomplished with one UAS unit due to crashes;
- ✓ It is not anticipated that the FAA will amend their position on the operations of UAS before the year 2010. However, there are 2 key activities taking place that will push the airspace access issue forward. The first is that the FAA has agreed to conduct 2 test projects with major metropolitan police departments. One is Miami/Dade, and the other is the City of Houston. Each of these will provide valuable insight into the difficulties that may exist in operating UAS in urban environments. The other activity is the creation of new regulation for small UAS to fly in the airspace. This recent development is just starting and will be the genesis for getting small UAS flying in a majority of the US without a COA. Rulemaking can take time, however, so stick with the COA process for the next year or two.

What is the U.S. Department of Justice's doing on this issue? Through Office of Justice Program's National Institute of Justice (NIJ) and its Aviation Technology Program, law enforcement will have the chance to voice their opinions regarding the use of UAS in the national airspace. NIJ is working with the FAA on rules and regulations regarding the use of UAS by law enforcement that both enhance the mission of public safety and provide for the safety of other aircraft in the national airspace and those on the ground. NIJ is planning a forum on the use of UAS by law enforcement with FAA participation during the winter of 2007-2008. NIJ invites interested law enforcement agencies to participate in this process. For more information on UAS operations please feel free to contact Michael O'Shea, Aviation Technology Program Manager, at Michael.OShea@usdoj.gov or Timothy Adelman Esq., the Border Research Technology Center Aviation Project Manager, at Tim@txsheriffs.org or Joe Peters, Border Research Technology Center Director at Joe@txsheriffs.org

The Office of Justice Programs provides federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist victims. OJP has five component bureaus: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; and the Office for Victims of Crime. Additionally, OJP has two program offices: the Community Capacity Development Office, which incorporates the Weed and Seed strategy, and the Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Office (SMART). More information can be found at <http://www.ojp.usdoj.gov>



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 350px; height: 50px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135 <div style="text-align: right;">b6 b7C b7E</div>				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	<div style="border: 1px solid black; width: 600px; height: 140px; margin-bottom: 10px;"></div> <p>A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#;</p> <p>BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.</p>				b6 b7C b7E				
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:						16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>						17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer			



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 9	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135 <div style="text-align: right;">b6 b7C b7E</div>					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
[Redacted Table Content]									
<div style="display: flex; justify-content: space-between;"> <div> 14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. CONTRACTOR NUMBER [Redacted] </div> <div> <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. </div> </div>									
15. Grand Total						<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> <p align="center"><i>See Instructions on Reverse</i></p>			
16. United States of America				17. Point of Contact - Purchase Order Information: <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>					
				Title: Contracting Officer <div style="border: 1px solid black; width: 50px; height: 20px; float: right;"></div>					

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A - REQUISITIONER

CREW-2453



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 8	
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8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)				Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)	
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.							15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <p align="center"><i>See Instructions on Reverse</i></p>		
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

A - REQUISITIONER

CREW-2454



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No. 7		b6 b7C b7E
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8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135						
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS				
13. Schedule										
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)		
[REDACTED]										
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; padding: 5px; display: inline-block;">XXXXXXXXXXXX</div> <i>See Instructions on Reverse</i>				
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)						
Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer						

A - REQUISITIONER

CREW-2455



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 6	
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8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 60px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
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Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit - <div style="border: 1px solid black; width: 80px; height: 20px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

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A - REQUISITIONER

CREW-2456



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No. 5	
6. To Contractor (Name, Address and Zip Code): [REDACTED]					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[REDACTED]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; padding: 5px; display: inline-block;">XXXXXXXXXXXX</div> <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

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A - REQUISITIONER

CREW-2457



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order						15.			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
Point of Contact - Purchase Order Information:						Grand Total ➔ XXXXXXXXXXXX See Instructions on Reverse			
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>						16. United States of America By (Signature)			
17. Name (Typed)						XXXXXXXXXXXX			
Title: Contracting Officer									

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A - REQUISITIONER

CREW-2458



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012	2. Order No. [REDACTED]	3. Mod. No.	4. Mod. Date	5. Page No. 3
6. To Contractor (Name, Address and Zip Code): [REDACTED]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
10. Business Classification	11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[REDACTED]					

14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)
Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]		17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer

A - REQUISITIONER

CREW-2459



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. 2
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135		
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	<p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW</p> <p align="center">WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</p>				

[Redacted]	
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14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		15. Grand Total XXXXXXXXXXXX See Instructions on Reverse
Point of Contact - Purchase Order Information: Point of Contact - Invoice Payment Status: Commercial Payments Unit - [Redacted]	16. United States of America By (Signature) 17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer	

A - REQUISITIONER

CREW-2460



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 5	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

A - REQUISITIONER
CREW-2462



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 6	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 0; right: 0; font-size: small;">b7E</div> <div style="position: absolute; bottom: 0; left: 0; font-size: x-small;"> <p>*****</p> <p>*****FOR FBI INFO ONLY*****</p> </div> </div>									
14. Type of Order						15. Grand Total			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
CONTRACTOR NUMBER [Redacted]						<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			
Point of Contact - Purchase Order Information:						16. United States of America			
						Title: Contracting Officer			

A - REQUISITIONER
CREW-2463



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; padding: 5px; display: inline-block;">XXXXXXXXXXXX</div> <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

A - REQUISITIONER
CREW-2464



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 3	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)				Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)	
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.							15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <i>See Instructions on Reverse</i>		
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

A - REQUISITION



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	<p>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</p> <p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535 IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p align="center">*****</p>								
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

A - REQUISITIONER
CREW-2466

Rev: 02-08-12

REQUISITION#

☒ Routine
☐ Priority
☐ Expedite

REQUISITION (FD-369) COVER SHEET
OPERATIONAL TECHNOLOGY DIVISION (OTD)

Entered in PAMS by

☒ **REQUIRED DOCUMENTATION** (See OTD Acquisition Guideline)

<input checked="" type="checkbox"/>	Statement of Need (REQUIRED FOR <u>ALL</u> REQUISITIONS)
<input checked="" type="checkbox"/>	Independent Government Cost Estimate (Required for all new acquisitions)
<input checked="" type="checkbox"/>	Market Research (Required for all new acquisitions)
<input checked="" type="checkbox"/>	Sole Source Justification (Required for new acquisitions if a product/service is only available from one source)
<input type="checkbox"/>	Statement of Work (SOW) (Required for all service acquisitions)
<input type="checkbox"/>	Source Selection Plan (Required for competitive acquisitions \geq \$100K)
<input type="checkbox"/>	DD Form 254 (Required for classified contracts)
<input type="checkbox"/>	Acquisition Plan FD-911 (Required for acquisitions \geq \$5M system life cost)
<input type="checkbox"/>	Section 508 (Required for electronic and IT acquisitions)
<input type="checkbox"/>	TSP Waiver Justification Form
<input type="checkbox"/>	IT Acquisition Form (Required for IT acquisitions)

☒ **UNIT CHIEF APPROVAL**

☐ initial

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☒ **SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING**

DTP: All Accounts _____ initial
☒ _____

TFS&S: All Accounts _____ initial
☒ _____

IITP: STAS/NGW(3-G) _____ initial

CNCL (Cyber) & TRIAD _____ initial

IITP: STAS _____ initial

CSEA (Spectrum) _____ initial

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Acquisition Security Unit Checklist

Version 3 - 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	05/06/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
ASU _____ Date _____	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: _____	

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ACQUISITION SECURITY REQUEST

Request Date: 05/06/2011	Anticipated Procurement Date: 06/06/2011
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Hardware Software <input type="checkbox"/> Maintenance
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Train the Trainer Class for [REDACTED]
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle [REDACTED]
3. Network on which product/service is to be used (i.e. [REDACTED] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top-Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	[REDACTED]
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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ACQUISITION SECURITY REQUEST

Request Date: 05/10/2011	Anticipated Procurement Date: 06/10/2011
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle [REDACTED]
3. Network on which product/service is to be used. (i.e. [REDACTED] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	[REDACTED]
FBI COTR Name/Phone:	[REDACTED]
Program Manager/Technical POC:	[REDACTED]
Requisition Number:	[REDACTED]
Purchase Order Number:	[REDACTED]
Contract Number:	[REDACTED]
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____	ASU POC: <input type="checkbox"/>
Date Additional Information Requested: _____	<input type="checkbox"/>
Date Returned: _____	<input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. <input type="checkbox"/>) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
_____ ASU _____ Date	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: <input type="text"/>	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach completed checklist to your package at submission to Finance.

CREW-2551

ACQUISITION SECURITY REQUEST

Request Date: 12/21/2010	Anticipated Procurement Date: ASAP
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Training of Unmanned Aircraft System Pilots
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aircraft Vehicle [REDACTED]
3. Network on which product/service is to be used (i.e. [REDACTED] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	[REDACTED]
FBI COTR Name/Phone:	[REDACTED]
Program Manager/Technical POC:	[REDACTED]
Requisition Number:	[REDACTED]
Purchase Order Number:	[REDACTED]
Contract Number:	[REDACTED]
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) - Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	12/21/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. <input type="checkbox"/>) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
ASU _____ Date _____	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: <input type="text"/>	

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CREW-2565

Please attach the completed checklist to your package at submission to Finance.



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 03/17/2011	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No.
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2795BA QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2795BA QUANTICO, VA 22135		
10. Business Classification	11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

PLEASE ACKNOWLEDGE ACCEPTANCE OF THE TERMS AND
CONDITIONS OF THIS ORDER BY SIGNING AND RETURNING
THE ENCLOSED YELLOW COPY WITHIN 10 DAYS TO THE
ADDRESS IN BOX # 7.

*
*

*
*

(SIGNATURE)

(DATE)

ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL
BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR
SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR
SUBMIT SF-3861 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT
RM. 1987, J. EDGAR HOOVER BLDG
935 PENNSYLVANIA AVENUE, NW

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and
Conditions specified on both sides of this order, the above quotation
number if indicated, and the attached sheets, if any, including delivery
as indicated.

☐ B. Delivery - This delivery order is subject to instructions con-
tained on this side only of this form and is issued subject to the terms
and conditions of the above-numbered contract.

15.
**Grand
Total**

XXXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [Redacted]

16. United States of America
By (Signature)

17. Name (Typed)

XXXXXXXXXXXX

Title: Contracting Officer

E - PROPERTY



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 05/17/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 60px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 2775DA QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 2775DA QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	<p align="center">WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E., NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.</p>								
14. Type of Order						15. Grand Total			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
						<div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <p align="center">See Instructions on Reverse</p>			
Point of Contact - Purchase Order Information:						16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit - <div style="border: 1px solid black; width: 80px; height: 20px;"></div>						17. Name (Typed) <div style="border: 1px solid black; width: 100px; height: 20px;"></div> Title: Contracting Officer			

E - PROPERTY



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 03/17/2011		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 3	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
	<p>FAR CLAUSE 52.204-7 AND ITS ALTERNATE 1 - OR, IF A COMMERCIAL ITEM OR SERVICE, ADDENDUM TO 52.204-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS APPLY TO THIS PURCHASE ORDER. THESE CLAUSES REQUIRE THE CONTRACTOR TO BE REGISTERED IN THE CCR DATABASE AND MAINTAIN REGISTRATION UNTIL FINAL PAYMENT.</p> <p>*****FOR FBI INFO ONLY*****</p> <p>[Redacted]</p>								
14. Type of Order						15.			
<input checked="" type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
CONTRACTOR NUMBER [Redacted]						Grand Total [Redacted]			
Point of Contact - Purchase Order Information: [Redacted]						See Instructions on Reverse			
16. United States of America									
By (Signature)									
17. Name (Type)									
Title: Con									

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U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. 		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 50px; margin-top: 5px;"></div>				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX See Instructions on Reverse			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit 					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

D - SUPPLY TECHNICIAN
CREW-2569

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX See Instructions on Reverse			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature) _____				
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

D - SUPPLY TECHNICIAN
CREW-2570



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 3	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 50px;"></div>				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <p align="center"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

D - SUPPLY TECHNICIAN
CREW-2571

FBI

U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
	7								
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <p align="right"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

D - SUPPLY TECHNICIAN
CREW-2572



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 5	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 50px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order						15.			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
Point of Contact - Purchase Order Information: Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 100px; height: 20px;"></div>						Grand Total ➡ XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
16. United States of America By (Signature)						17. Name (Typed) XXXXXXXXXXXX			
Title: Contracting Officer									

D - SUPPLY TECHNICIAN

CREW-2573



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 6	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 50px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)				Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)	
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 100px; height: 20px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

D - SUPPLY TECHNICIAN
CREW-2374



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 06/28/2011		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 7	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total ➡ XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:				16. United States of America By: (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

D - SUPPLY TECHNICIAN

CREW-2575



FBI

1. Date of Order 06/28/2011	2. Order No. [REDACTED]	3. Mod. No.	4. Mod. Date	5. Page No. 8
6. Ship to (Name, Address and Zip Code): [REDACTED]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
10. Business Classification	11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

[illegible]

See Instructions on Reverse

Title: Contracting Officer

CREW-2615

D - SUPPLY TECHNICIAN



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 02/01/2010		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No.	
6. To Contractor (Name, Address and Zip Code): [Redacted]					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION [Redacted] WASHINGTON, DC 20535				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6025, JED F.B.I. BLDG. WASHINGTON, D. C. 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION [Redacted] WASHINGTON, DC 20535				
10. Business Classification			11. F.O.B. Point DISTINGUISHED			12. Discount Terms 10/10/10			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total [Redacted] See Instructions on Reverse			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Ur [Redacted]					17. Name (Typed) Title: Contracting Officer				

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Purchase Order for Supplies or Services

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B - BUVER



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 08/11/2010		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To: (Name, Address and Zip Code) [Redacted]				7. Ship to: (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office: (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 4823, 3RD F.B.I. BLDG. WASHINGTON, D. C. 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification:				11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF: TLE #1, USC 253(C)(1)								
	[Redacted]								
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms and conditions specified on both sides of this order, the above quotation, number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. CONTRACTOR NUMBER [Redacted]									
15. Grand Total [Redacted]				See Instructions on Reverse					
16. Point of Contact - Purchase Order Information: [Redacted]				16. United States By (Signature) [Redacted]					
				17. Title: Contracting Officer [Redacted]					

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Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	12/15/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data; including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
_____ ASU Date	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: _____	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

CREW-2621

ACQUISITION SECURITY REQUEST

Request Date: 12/14/2010	Anticipated Procurement Date: ASAP
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, UAV
3. Network on which product/service is to be used (i.e. etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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SRU ROUTING SLIP

TRU

<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
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Funds Approval

7/30/09

- ☐ TRIAD
☐ PURCHASE CARD
☐ REIMBURSABLE

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b7C*Final Review**Commit/Copy/File*

8/9/09

Send to:

IT Acquisitions

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b7C☒ Acquisition Strategy and Planning Unit (ASPU, Rm. 6865)

PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED



☒

Routine

☐ Priority☐ Expedite

OPERATIONAL TECHNOLOGY DIVISION (OTD)

Engineering Research Facility Quantico VA

Entered in FAMS by

NO

REQUISITION (FD-369)

COVER SHEET

REQUIRED

1.

☒

REQUIRED DOCUMENTATION

☒

CAR Certification Forms

☒

Statement of Need (Required for Requisitions \$100,000 and Under)

☐

EC (Required for Requisitions Over \$100,000)

☐

Acquisition Plan FD-911 (Required for Requisitions Over \$5,000,000)

☒

Market Research or Sole Source Justification

Additional Requirements for IT Acquisitions Only☐

COTS Approval (For IT Non-Baseline Acquisitions)

☐

CIO Signed IT Acquisition Form (For Acquisitions Above \$25,000)

REQUIRED

2.

☒

UNIT CHIEF APPROVAL

UC

initial

3.

☒

TMSU - Contract Review (CAO) - / Project Review (PMO)

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project?

Yes

No

☒

Is this request funding a Service Contract?

Yes

No

☒

4.

☐

OVER \$100,000 - OTD SECTION CHIEF APPROVAL

initial

5.

☐

OVER \$250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL

Patrick B. Cook

initial

6.

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OVER \$1,000,000 - ASSISTANT DIRECTOR APPROVAL

Marcus C. Thomas

initial

7.

☐

REQUISITION WITH ECs ATTACHED:

for uploading

initial

OR - alternate

initial

REQUIRED

8.

☒STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL
AND ROUTE TO CONTRACTING

DTP: All Accounts

initial

TFS&S: Services Training

initial

TFS&S: Equipment, Supplies

initial

Cyber Funding TRIAD

initial

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COMPLETED BY REQUESTOR	
Request Date:	7/16/09
Anticipated Procurement Date:	10/1/09
Requisition #:	
Point Of Contact:	
POC Phone #:	
Comments:	
HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS (Access to FBI systems? Access to classified information?)	
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
ASU USE ONLY	
Date Received: _____	ASU POC: <input type="checkbox"/>
Date Additional Information Requested: _____	<input type="checkbox"/>
Date Returned: _____	<input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required)	
<input type="checkbox"/> Contracting Officer's Security Representative	
<input type="checkbox"/> E-QIP Special Security Requirements	
<input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements	
<input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces	
<input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)	
<input type="checkbox"/> Personnel Security Special Security Requirements	
<input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award	
<input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. <input type="text"/>)	
<input type="checkbox"/> Intergovernmental procurement	
<input type="checkbox"/> No actions related to security were identified in the documentation provided	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.	
ACKNOWLEDGEMENT	
_____ ASU _____	_____ Date _____

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Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
3. Network on which product/service is to be used (i.e. [redacted] etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328) <input type="checkbox"/> Key Management Personnel Listing (KMPL) <input type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment <input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 08/01/2011		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. CONTRACTOR NUMBER [Redacted] <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">➔</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;">[Redacted]</div> </div> <p align="right"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information: [Redacted]				16. United States of America [Redacted]					
[Redacted]				17. Name (typed) [Redacted] Title: Contracting Officer [Redacted]					

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CREW-2630

ACQUISITION SECURITY REQUEST

Request Date: 05/10/2011	Anticipated Procurement Date: 06/10/2011
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With No Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section Video Surveillance Unit, Unmanned Aerial Vehicle
3. Network on which product/service is to be used (i.e. etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input checked="" type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
ASU _____ Date _____	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: _____	

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U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 07/07/2011		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [Redacted]					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 279188A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 279188A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		

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14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		15. Grand Total <div style="border: 1px solid black; padding: 5px; display: inline-block;">XXXXXXXXXXXX</div> See Instructions on Reverse	
Point of Contact - Purchase Order Information: Point of Contact - Invoice Payment Status: Commercial Payments Unit - [Redacted]		16. United States of America By (Signature) 17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer	

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U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 07/07/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery, as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">➔</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;">XXXXXXXXXXXX</div> </div> <p align="right"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

E - PROPERTY
NEW 2637



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 07/07/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 3	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 40px;"></div>				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 2793BA QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6623, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 2793BA QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
	<p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3981 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#;</p>								
14. Type of Order						15.			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
						Grand Total ➡ XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

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CREW 2638



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 07/07/2011		2. Order No. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): <div style="border: 1px solid black; width: 300px; height: 50px;"></div>					7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27959A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6023, JEH F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> BUILDING 27959A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT. *****FOR FBI INED ONLY***** <div style="border: 1px solid black; width: 450px; height: 20px;"></div>								
14. Type of Order <input checked="" type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. CONTRACTOR NUMBER <div style="border: 1px solid black; width: 100px; height: 20px;"></div>								15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <i>See Instructions on Reverse</i>	
Point of Contact - Purchase Order Information: <div style="border: 1px solid black; width: 250px; height: 40px;"></div>								16. United States By (Signature) <div style="border: 1px solid black; width: 250px; height: 40px;"></div>	
								17. Name (Typed) <div style="border: 1px solid black; width: 250px; height: 20px;"></div> Title: Contracting Officer	

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CREW 2639

ACQUISITION SECURITY REQUEST

Request Date: 04/15/2010	Anticipated Procurement Date:
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Airborne Surveillance
3. Network on which product/service is to be used (i.e. [redacted] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	SECRET
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	04/15/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input type="checkbox"/> UNCLASSIFIED <input checked="" type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____	ASU POC: <input type="checkbox"/>
Date Additional Information Requested: _____	<input type="checkbox"/>
Date Returned: _____	<input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. <input type="text"/>) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
ASU _____ Date _____	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: <input type="text"/>	Date: APR-16-2010
Printed Name: <input type="text"/>	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

CREW-2650

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CLASSIFIED BY NSICG F54M93K42
REASON: 1.4 (c)
DECLASSIFY ON: 11-26-2038
DATE: 11-26-2013

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~~UNCLASSIFIED~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: IMMEDIATE

Date: 04/15/2010

To: Finance

Attn: [REDACTED]

From: Operational Technology

Traditional Technology Section/Video Surveillance Unit

Contact: [REDACTED]

Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: 319B-14-HQ-A1487504-432

Title: REQUISITION MATTERS

Synopsis: The Video Surveillance Unit (VSU) requests the Finance Division, Quantico Contracts Unit (OCU) initiate a sole source procurement to [REDACTED] in the amount of [REDACTED]

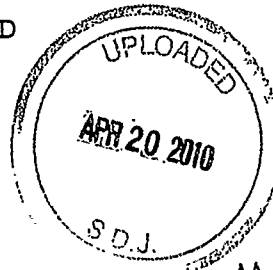
Enclosure(s): FD-369 Requisition # [REDACTED]
Security Acquisition Request
Security Acquisition Checklist
Sole Source Justification

Details: The VSU requests the OCU initiate an equipment and services procurement with [REDACTED] in the amount of [REDACTED]

[REDACTED]

VSU_105.1

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MAIL ID 216316 CREW 2652

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~~UNCLASSIFIED~~

To: Finance From: Operational Technology
Re: 319B-14-HQ-A1487504, 04/15/2010

LEAD(s) :

Set Lead 1: (Info)

FINANCE

AT WASHINGTON, DC

Initiate sole source procurement action as requested in Requisition # [REDACTED] Contracting Officers are responsible for ensuring that CARC assessments are completed on all procurements of services involving access to classified information/space, and procurements for critical assets.

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FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order 03/17/2010		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To Contractor (Name, Address and Zip Code): [REDACTED]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D. C. 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
	A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT. THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF: TLE 41, USC 253(C)(1) [REDACTED]								
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. CONTRACTOR NUMBER [REDACTED] Point of Contact - Purchase Order Information: [REDACTED]						15. Grand Total [REDACTED] Instructions on Reverse			
16. United States of America By (Signature) [REDACTED]						17. Name [REDACTED] Title: Controller [REDACTED]			

FBI

**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 03/17/2010		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No.	
6. To Contractor (Name, Address and Zip Code): [REDACTED]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 2795BA QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D. C. 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 2795BA QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[REDACTED]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="border: 1px solid black; padding: 5px; display: inline-block;">XXXXXXXXXXXX</div> <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

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Purchase Order for Supplies or Services

B - BU CREW-2658



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 03/17/2010		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [REDACTED]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D. C. 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
[REDACTED]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">➔</div> <div style="border: 1px solid black; padding: 5px;">XXXXXXXXXXXX</div> </div> <p align="right"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

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ROUTINE

☐ PRIORITY

☐ EXPEDITE

UNIT

SRU ROUTING SLIP

TRU

<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
-------------------------------	---------------------------------	-------------------------------	-----------------------------	--

Funds Approval

- ☐ TRIAD
- ☐ PURCHASE CARD
- ☐ REIMBURSABLE

2/30/09

Final Review

☒

Commit/Copy/File

☒

0/9/09

Send to:

☐

☐

☐

IT Acquisitions

Acquisition Strategy and Planning Unit (EBIHQ, Rm. 6865)
PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED

☐

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☒ Routine
☐ Priority
☐ Expedite

HY 2010
OPERATIONAL TECHNOLOGY DIVISION (OTD)

Engineering Research Facility, Quantico, VA

REQUISITION #

Entered in RAMS by NO

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**REQUISITION (FD-369)
COVER SHEET**

REQUIRED

1. ☒

REQUIRED DOCUMENTATION

- ☒ CAR Certification Forms
☒ Statement of Need (Required for Requisitions \$100,000 and Under)
☐ EC (Required for Requisitions Over \$100,000)
☐ Acquisition Plan FD-911 (Required for Requisitions Over \$5,000,000)
☒ Market Research or Sole Source Justification
- Additional Requirements for IT Acquisitions Only
☐ COTS Approval (For IT Non-Baseline Acquisitions)
☐ CIO Signed IT Acquisition Form (For Acquisitions Above \$25,000)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

REQUIRED

2. ☒

UNIT CHIEF APPROVAL

UC

initial

3. ☒

TMSU - Contract Review (CAO) - Project Review (PMO)

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project?

Yes

No ☒

Is this request funding a Service Contract?

Yes ☒

No ☐

initial

4. ☐

OVER \$100,000 - OTD SECTION CHIEF APPROVAL

initial

5. ☐

OVER \$250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL

Patrick B. Cook

initial

6. ☐

OVER \$1,000,000 - ASSISTANT DIRECTOR APPROVAL

Marcus C. Thomas

initial

7. ☐

REQUISITION WITH ECs ATTACHED:

for uploading

initial

OR - alternate

initial

REQUIRED

8. ☒

**STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL
AND ROUTE TO CONTRACTING**

DTP: All Accounts

initial

TFS&S: Services, Training

initial

TFS&S: Equipment, Supplies

initial

Cyber Funding, TRIAD

initial

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CREW-2678

Acquisition Security Unit Checklist

Version 2 - 08/28/08

Previous versions are obsolete.

COMPLETED BY REQUESTOR	
Request Date:	7/16/09
Anticipated Procurement Date:	10/1/09
Requisition #:	
Point Of Contact:	
POC Phone #:	
Comments:	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-26-2013 BY NSICG F54M93K42
HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS (Access to FB systems? Access to classified information?)	
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. <input type="text"/>) <input type="checkbox"/> Intergovernmental procurement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.	
ACKNOWLEDGEMENT	
_____ ASU	_____ Date

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ACQUISITION SECURITY REQUEST

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09
VENDOR INFORMATION	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With No Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
PRODUCT/SERVICES INFORMATION	
<input type="checkbox"/> FISMA System <input type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
3. Network on which product/service is to be used (i.e. [redacted] etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret-SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No
PROCUREMENT INFORMATION	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
DOCUMENTATION ATTACHED	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
PRIORITY	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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✓

ROUTINE

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PRIORITY

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EXPEDITE

SRU ROUTING SLIP

TRU

<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
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Funds Approval

2/30/09

- ☐ TRIAD
- ☐ PURCHASE CARD
- ☐ REIMBURSABLE

Final Review

☒

Commit/Copy/File

☒

0/9/09

Send to:

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IT Acquisitions

Acquisition Strategy and Planning Unit (ASPU) (Rm 6863)
PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED

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Previous versions are obsolete.

COMPLETED BY REQUESTOR

Request Date: 7/16/09

Anticipated Procurement Date: 10/1/09

Requisition #:

Point Of Contact:

POC Phone #:

Comments:

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b7EHIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS
(Access to FBI systems? Access to classified information?)☒ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

ASU USE ONLY

Date Received: _____

Date Additional Information Requested: _____

Date Returned: _____

ASU POC:

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- ☐ Classified Contract (DD 254 Required)
- ☐ Contracting Officer's Security Representative
- ☐ E-QIP Special Security Requirements
- ☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- ☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
- ☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- ☐ Personnel Security Special Security Requirements
- ☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

ASU SPECIAL NOTES

- ☐ Required if not already accomplished as part of the original contract award
- ☐ Required if connected to a FISMA or Critical Asset System (i.e. _____)
- ☐ Intergovernmental procurement
- ☐ No actions related to security were identified in the documentation provided

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PRIORITY

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ACKNOWLEDGEMENT

ASU _____

Date _____

ACQUISITION SECURITY REQUEST

Request Date: 7/16/09		Anticipated Procurement Date: 10/1/09	
VENDOR INFORMATION			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Hardware	<input type="checkbox"/> Software <input type="checkbox"/> Maintenance
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Contractor Providing Classified Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
PRODUCT/SERVICES INFORMATION			
<input type="checkbox"/> FISMA System <input type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)			
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?		OTD/TPS/TRU	
3. Network on which product/service is to be used (i.e. [redacted] etc.)		Na	
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)		Na	
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?		Na	
6. Will the vendor require access to classified information/systems?		No	
PROCUREMENT INFORMATION			
Contracting Officer Name/ Phone:			
FBI COTR Name/Phone:			
Program Manager/Technical POC:			
Requisition Number:			
Purchase Order Number:			
Contract Number:			
DOCUMENTATION ATTACHED			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
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Comments:			

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